



Career Opportunity

United States District Court
Southern District of Texas

Position: Human Resources Specialist
Location: Houston, Texas
Closing Date: Until Filled
Salary Range: \$55,827 - \$79,772 (CL26/27)

Qualifications

- Demonstrated ability to identify and analyze complex personnel issues. Able to develop innovative solutions and implement them..
- Strong knowledge of applicable personnel laws and regulations.
- Experience with process design, statistical controls and human resource information systems.
- Excellent interpersonal communication skills both verbal and written.
- Experience demonstrating a thorough understanding of organizational, procedural and human aspects of management.
- Minimum of two years of specialized progressively responsible human resources experience. Prefer , employment, compensation, benefits, employee relations or organizational development experience.
- Degree in human resources, public administration, judicial administration, business or related areas is preferred. SHRM certification is desired.

Position Overview

The Human Resources Specialist assists in providing the full range of personnel management services to 41 Judicial Officers, their staffs and the employees of the Clerk's office, Probation and Pretrial Services. Duties include helping keep the court managers current with ever changing personnel practices and procedures. Advising managers on personnel issues including disciplinary actions and performance management; providing benefits assistance and training; reviewing and recommending personnel policies; developing and classifying new jobs; records management; administering personnel programs; recruiting, screening and interviewing applicants, and other duties as

assigned.

Benefits

Benefits include participation in the retirement system, thrift savings plan with matching contributions, health/medical plans, Section 125 Flexible Benefit Plans, life insurance, long term care and long term disability insurance, 10 annual holidays, annual and sick leave accrual plans.

To Apply Send Application and Resume to:

Steve Lowe, Personnel Director
United States District Court
Post Office Box 61010
Houston, Texas 77208-1010

Current court employees may apply by submitting a memorandum of interest with current resume to Michael Milby, Clerk of Court with copies to your immediate supervisor and to the personnel office.

The court may withdraw this announcement without notice. The final candidate is subject to a background check. This position is not in the Civil Service System, and the tenure is "at will." Applicants' skill levels may be tested.

Equal Opportunity Employer